Minnesota Works.net

How-to-Guide for Job Seekers

Welcome to MinnesotaWorks.net. This how-to-guide will help you register and give you specific tips on how to have a successful job search using the online job bank from the Minnesota Department of Employment and Economic Development.

First time registering on MinnesotaWorks.net?

Select the **"Job Seeker Registration"** button and enter your information to have access to how to apply for jobs and post up to five resumes.

JOB SEEKERS

22907 Position Openings

JOB SEEKER REGISTRATION

Preview Current Job Openings

Need more help with how to use the system? Select the **"Training Lessons"** link on the home page.

Need more help with other areas? Select the **"Seeker Services"** link. There are **47 WorkForce Center locations** in Minnesota, including 11 in the Twin Cities.

Forgot Your Username/Password for MinnesotaWorks.net?

User Name:

Password: LOG IN

Forgot Username/Password

Forgot your Password, you can select the **"Forgot Username/Password"** link to reset your password by answering your secret question.

Forgot both your **Username and Password**, a WorkForce Center **Resource Area staff** can help with questions related to MinnesotaWorks.net. Not at a WorkForce Center and you are a job seeker? **Please call 1-888-GET-JOBS (1-888-438-5627)**.

Need to contact us by TTY? Use 651-296-3900 in the Minneapolis/St. Paul area or toll free at 1-800-657-3973.

positively *Minnesota*

Department of Employment and Economic Development

1-2-3 Enter a Resume Today!

MinnesotaWorks.net, the state's largest online resume and job matching system uses cutting-edge technology to connect employers and job seekers. Below are steps to ensure employers can find your viewable resume.

1. Log In to Job Seeker Account

2. Options for Entering a Resume

Select the "**Resumes**" link from the left navigation menu, next select the "**Create or Upload new resume**" button.

To create a resume online, click the "Create or Upload new resume" button

Create or Upload new resume

Post a Resume

○ Create a resume
○ Paste from another open application
○ Upload an existing document

Select **radio** button for "**Create a Resume**" and "**Next**" button. Complete all required sections.

For the resume objective, start with a job title. When employers look at your resume, the first four words must convince them to select your resume.

Select **radio** button for "**Paste from another open application**" and "**Next**" button. This means that you have a resume in an electronic file and you want to copy and paste the text from that resume to the MinnesotaWorks required sections.

Select **radio** button for "**Upload an existing document**" and "**Next**" button.

Note: For best results, upload files with .doc, .txt and .pdf extensions.

*Select a file [   ] Browse...

Click on "**Browse**" button, **choose** from C-Drive, CD, Floppy or USB. **Locate file name** and **Open**. **Review** all sections of resume to ensure uploaded correctly.
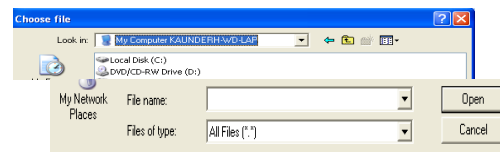
When resume is complete, select "**Display this resume to employers now**" button.

Print/Save/PDF   Print/Save/Word Document

Display the resume to employers now

Match This Resume to Jobs Statewide
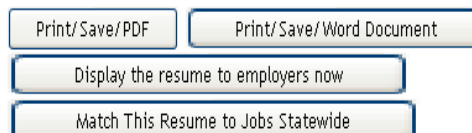
Build a rich resume by using **www.ISEEK.org** to identify keywords to describe work history.

Select the "**Match this Resume to Jobs Statewide**" button to see how well this resume matches with your job objective. Now you are ready to search for jobs.

3. How do you match up?

To see how you match up with job openings, select the "**Search for Jobs**" link on the left navigation menu. Select the drop arrow from the "**Search by Resumes**" section and click on a resume in the list. Select a **geographic** region that you are willing to travel to for work. Go to the "**Include other criteria**" section and select requirements. Select "**Search**" button.

Many of our Job Seekers have indicated they have excellent results when conducting the "Search for Jobs" using the MinnesotaWorks resume.

Print or Save a MinnesotaWorks Resume

If you have created a resume in MinnesotaWorks, there is a good chance you will need to have an electronic copy of this resume to either print, fax, e-mail or upload to potential employers. See the instructions below to Print or Save a MinnesotaWorks resume as a PDF file or Word Document.

1. **Log in** to your **job seeker account** and select the "**Resume**" link from the **left navigation menu**.

2. Select the **drop down arrow** to choose the **resume** to be printed or saved.

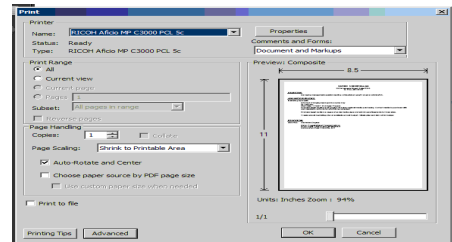**3.** Select the "**PDF**" or "**Word Document**" button.
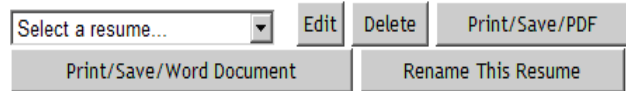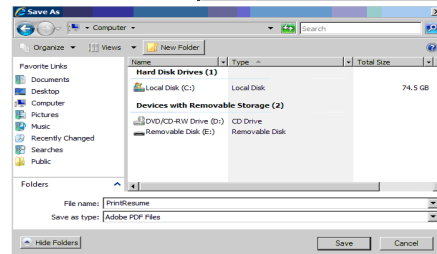
PRINT / SAVE / PDF

When you select the "**Print/Save/PDF**" button a window will open with your resume. In the upper left corner of the page select the "**Printer**" icon or the "**Save**" icon.

If the "**Printer**" icon is selected a "**Print**" dialog box will open giving you options for print. Select "**OK**."

If the "**Save**" icon is selected a "**Save As**" dialog box will open. You will need to select **Computer**, the dialog box will change and you will need to select the **CD Drive or Removable Disk** option. Name the file and select the "**Save**" button at the bottom right corner of dialog box.
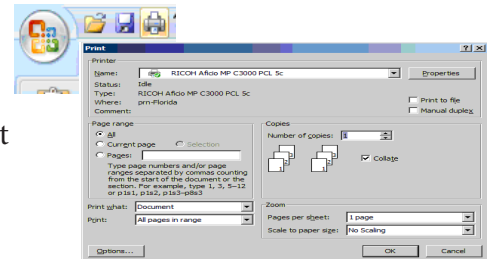
PRINT / SAVE WORD / DOCUMENT

When you select the "**Print/Save/Word Document**" button a "**File Download**" dialog box will open.
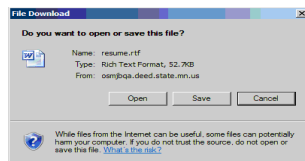
To **PRINT** your resume select the "**Open**" button, your resume will open in Microsoft Word. Go to the upper left corner of the page and select the "**Printer**" icon. A "**Print**" dialog box will open giving you options for print. Select "**OK**."

To **SAVE** the resume select the "**Open**" button from the "**File Download**" dialog box, your resume will open in Microsoft Word.
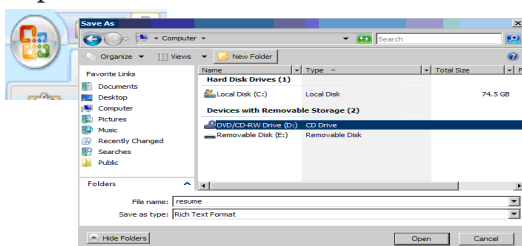
Go to the upper left corner of the page and click on the **Microsoft logo,** from the list select **SAVE AS.**

A "**Save As**" dialog box will open, select **Computer**, then select **CD Drive or Removable Disk**, name the file, select drop arrow from "**Save As Type**" and choose from list Word 97-2003 and select the "**Save**" button.

Search Tips for MinnesotaWorks.net

Keyword Search: [ ]

AND

Use **AND** between search terms if you want results that contain all of the terms. Example: Word and Works will find results with both terms (A space or comma between terms will produce the same result.)

OR

Use **OR** between search terms if you want results that contain one or more of the terms. Example: RN or LPN (Finds results with only RN, results with only LPN and results with both RN and LPN in the text.)

NOT

Use **NOT** between search terms to find results that contain the first term but exclude results that contain the second term. Example: stone not tile (Finds results with stone but excludes results with tile even if it also contains the term stone.)

Quotes

Use **QUOTATION MARKS "…"** to find results searching for a phrase.
Example: "total quality management"

You can use quotation marks "..." in combination to search for multiple phrases at once. Example: "truck driver" or "CDL" or "class A "

ASTERISK

Use an **ASTERISK** * at the end of a series of letters to find results with those letters and anything following. Example: weld* (This will find weld, welder, welding, or welded.)

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Matching Tips for MinnesotaWorks.net

Match Job Openings to Your Resume ?

Search by Resume: Built Resume ▾

Search by Geographic Location - Always use

*Find job openings…

○ Within   [25 ▾] miles of ZIP code [ ]

● Use Desired Work Location(s) from Resume

○ By County or Region

[Select From Map]

○ Statewide

Matching is a new feature that works as a virtual recruiter and ranks the jobs that best fit with your experience.

Upload, copy or create a resume then go to the "**Search for Jobs**" link on the left navigation menu to begin. Select a **Resume** from the **drop down list** and select the radio button "**Use Desired Work Location(s) from Resume**."

This feature can also assist with identifying skill gaps for continued training or education in order to prepare for your next career move.

Other Resources

Visit **www.JOBcentral.com** for a national job search and the largest number of openings in Minnesota.

Download a **text only resume** template at **www.CareerOneStop.org** for uploading a resume into employer Web sites.

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